

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

	e Publication No. 76—RM—1 for instructions on completing t yes and History, Records Management Division, 330 Capito Section.		51
FOR AGENCY USE	1. Agency Address	FOR RECORDS M	ANAGEMENT USE
Application Date	Office of Planning and Budget	Application Number	
- 	General Government & Protection of	80-2	50
	Persons and Property Division		
Application Number	Room 613	Date Received 1980	Date Completed
	Trinity/Washington Building		APR 2 8 1980
2. Person to Contact	Working Title		Telephone Number
Winford Poi	and the control of th	656-431	· · · · · · · · · · · · · · · · · · ·
	LEVIIIC DITECTOL		
3. Action Requested		·	
1	Schedule; record will continue to accumulate.		
, , ,	accumulation; no further accumulation anticipated.		
c. Amend Application			
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if d	uitereut)	•
	COLUMN ACENICIES DINCER DOLLOW DI AMBILIO E	TIEC	
to date	STATE AGENCIES BUDGET POLICY PLANNING F		· · · · · · · · · · · · · · · · · · ·
6. Division and Office Function	What is the function of the Division and the Office in	which this record serie	es is created?
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	;		
7. Record Series Description	This file contains the following documents (include form natural Attach samples of the file.		
	olicy planning for those State agencies restate laws relating to protection of persons		ministering
. п	oudget improvement analyses; supporting paper nemoranda between Division planners and the concerned State agencies.		
1		•	
File is arranged:	chronologically by fiscal year; thereunder a	alphabetically b	y State agency.
8. Monthly Reference Rate	How often are records referred to which are:		
1	; Seven to twelve months old; Thirteen	to twenty-four months	old;
twenty-five months and old	der?		
9. Annual Rate of Accumulate Letter-size drawers	tion of Records ; Legal-size drawers; Shelves;	•	
	<u> </u>		
AR-50-71; Rev. 76	(Over)		

	NO	10. Questionnaire	(Frace an A	(" in the proper or	olumn)		
	•	a. Is this the offic	* *	series?			1
×		If not, where is					
	x	b. Does the series	i contain confid	lential information	n requiring s	ecurity handling? If yes, cite law o	or regulation.
	x	c. Is this a vital re	ecord?	!			
х		d. Does this series	s have historica	l or long term rese	arch value?		
		e. When one or tv	wo documents i	in the file make it	necessary to	keep the entire file for a long perio	od, could these
	X		scheduled separ				
X						If yes, attach copy. Governor's	
х						d/or recorded in a summarized repo Annual Budget Report	
		h. Is there a dupli	ication of this s	eries in your offic	e, or in anot	ther office or agency? portions	duplicated in the
Х	x			***************************************		Governor's Office; concer	
	X			o <i>n or (t)</i> regularly n a computer prin		1?	
11.	ارحيسوسي	ion Requirements	·	e following requir		to be kent:	
' '' '	, , , , , , , , , , , , , , , , , , , ,	ion modulionions		c ronowing rodan	OJ (11G 3G1 1G3	, to be kept.	
,	a. Sta	te Law	1	years.	d.	Audit period	years.
		tute of limitation		years.	_		
	c. Fed	leral law		years.	f.	Federal retention instructions	years.
	Attach	copy or excerpt of l	laws or regulation	ons. Explain admii	nistrative ne	ed.	•
				·			,
		•					
					,		
12. /	Aporo	ved Disposition Instr		• •		e file series be cut off at the end of	
			🗖	Calendar Year; 25	Fiscal Yea	ir; 🗆 Other	then,
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		d in the current files				(s); then	
,		nsfer to local holdin nsfer to State Recor		•	•		
1 '		stroy.	us Center, notu	yeayea	1 (5), (116))		
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		nsfer to State Archiv	ves for permane	ent retention.			
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Agén //	These	instructions apply to	all prior and f	uture accumulatio	Records A	ries. Management Officer (Signature)	t) 4/5/80 Date
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Agen Reco graph (If di	These	instructions apply to ad/Designee (Signature) for the signee (Signature) dations in paraee approved.	all prior and for ture) State Aud	uture accumulatio	Becords N	ries. Management Officer (Signature)	t) 4/5/80 Date
Agen Reco graph (If di	These cy He mmen 12 ar	instructions apply to ad/Designee (Signature) for the signee (Signature) dations in paraee approved.	State Aud	uture accumulation Date 4-8-80 itor/Designee	Becords N	fanagement Officer (Signature) ate Records Committee (Signature)	t) 4/5/80 Date